

BUILDING PERMIT TECHNICIAN

DEFINITION:

Under general supervision of the Chief Building Official, the Building Permit Technician performs a variety of duties providing service to the public at the Building counter. These duties include accepting and reviewing building permits, calculating and collecting fees, and providing procedural and policy information to the public at the counter and by telephone; performs related work as required.

CLASS CHARACTERISTICS:

Successful performance in this class requires the ability to interpret, explain and apply complex codes and regulations, calculate fees, and to deal successfully with developers, contractors, property owners, and the general public in face-to-face situations at the counter and over the phone.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Process a variety of building/construction permits and applications for permits in an efficient and timely manner; insure that all necessary approvals are obtained.
2. Issue building, electrical, mechanical, and plumbing permits.
3. Review submitted plans and applications for completeness and accuracy; verify that appropriate signatures, required calculations, and scales/dimensions are included.
4. Inform contractors and owner/builders of procedure for securing a permit; outline submission requirements, necessary documentation, building codes, permit regulations, and zoning ordinances.
5. Calculate and receive fees.
6. Receive telephone calls and inquiries at counter; assist and direct the public to appropriate staff member or department; provide information regarding the application/permitting process, codes, requirements, costs, and other related matters.
7. Maintain permit records and files and prepare detailed reports.
8. Track permits and their status on computer software system.

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IMPORTANT AND ESSENTIAL JOB FUNCTIONS: (Continued)

9. Sort and file documents and records maintaining an alphabetical index and cross reference files; maintain office records related to building inspection and code enforcement.
10. Operate standard office equipment including a personal computer and software.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Back-up the Municipal Services Assistant as needed.
2. Prepare correspondence, research new or amended codes or regulations, or perform other duties related to the work.

QUALIFICATIONS:

Knowledge of:

1. Organization, procedures and operating details of the Building Division.
2. Building terms and codes; construction practices and materials.
3. English usage, spelling, grammar and punctuation.
4. Office methods and equipment including filing systems.
5. Basic terminology and symbols on maps and construction plans and specifications.

Skill in:

1. Performing simple mathematical calculations; quickly and accurately process permit fees.
2. Establishing and maintaining effective working relationships with those contacting in the course of the work.
3. Operating a variety of automated office equipment including a computer and related applicable software.
4. Composing correspondence, reports and other written materials.

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Ability to:

1. Read, understand, interpret and explain codes, ordinances, rules and procedures.
2. Exercise initiative and sound independent judgment within general policy guidelines.
3. Learn the organization, procedures and operating details of the Building Division.
4. Maintain complex records and prepare reports and answer questions from records.

JOB REQUIREMENTS:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

OTHER QUALIFICATIONS:

1. Graduation from high school or the equivalent.
2. Thirty semester units of college level course work in building construction technology or related field of study. (One year of experience as a Building Permit Technician may be substituted for 30 semester units of the required education).
3. One year of experience in a public building permit review setting or similar setting.
4. Any I.C.B.O. certifications are highly desired.

MACHINES/TOOLS/EQUIPMENT UTILIZED

1. Automobile
2. Two-way radio
3. Reports, forms, pencils and pens
4. Computer monitor, keyboard and printer
5. Copy machines
6. Telephone
7. Keys to City locks
8. Gasoline pumps
9. Fax machine

PHYSICAL DEMANDS:

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Standing
5. Lifting up to 10 lbs.

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6. Walking

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

Office Conditions:

1. Indoors: normal office conditions, 90% of the time
Travel: varying conditions, 10% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

Field Conditions:

1. Outdoors: varying weather conditions
2. Noise level: varying low to high equipment noise
3. Flooring: asphalt, gravel, grass, dirt, rock, concrete, etc.
4. Dust: normal outdoor, to high outdoor levels - possible exposure to asbestos and insulation particles
5. Space: some possibly confined
6. Hazards: inspection areas may contain exposed electrical wiring and mechanical hazards
7. Fumes: inspections areas may contain gasoline, diesel, and glue fumes